

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**March 10, 2022**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance
- II. Roll Call/Attendance
  - i. Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Trustee Sandy Rutkowski, Secretary Drew Britt and Financial Officer Anne Culver
  - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
  - iii. Others Present: Representative of the Friends of Walworth-Seely Public Library Linda Knight; Town Councilwoman and Liaison to the Library Amber Linson
  - iv. Public Present: Fred Nudd
- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the March 10, 2022 Board Meeting as revised. Seconded by Trustee Culver. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

- IV. Approval of prior meeting minutes of February 10, 2022

**MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of February 10, 2022 as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

- V. Period of Public Expression:
  - a. Mr. Nudd stated it has been a while since he attended a WSPL Board of Trustees meeting and was interested in attending a meeting.
- VI. Friends of the WSPL report (Friend's Representative)
  - a. At the recent Friends meeting, the Vice President and Secretary were re-elected for a 2 year term.
  - b. The Spring Book Sale will be open to the public on April 27-29, 2022.
  - c. The Friends approved two items from the Library's wish list for 2022 (The Summer Reading/Library Grand re-opening

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event and the incentives for the Summer Reading Program for 2022) but are waiting for further clarification on another item from the list.

- d. Linda Knight will work with Drew Britt to take in some donations that he has for the book sale.

VII. Town Board Liaison Report (Councilwoman Amber Linson)

- a. Councilwoman Linson noted that the storage container for the Library's move has been positioned as requested.
- b. Also permission to house the Library's Toshiba copier/printer in the Town Hall room has been granted.
- c. A question about the work room in the new library will be discussed at the upcoming weekly construction meeting.

VIII. Library Director's Report (Anne Brown) (see attached)

- a. Director Brown asked if there would be any volunteers to assist with dismantling shelving and moving in the upcoming week. Trustee Teetsel, Trustee Britt, and Trustee Rutkowski offered assistance. Friends representative Linda Knight offered her small trailer for transporting items to the Temporary Library location. President Vance's husband will bring young men from their church group to assist in assembling boxes and moving items to storage or the temporary location next week.

IX. Secretary's Report – (Trustee Britt) NA

X. Committee Reports

- a. Financial Committee:
  - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2022

**MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for February 2022. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt and Trustee Rutkowski**

**NO: 0**

- ii. Approval of February 2022 vouchers

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**MOTION: Trustee Culver motioned to approve the 20 pre-paid items totaling \$23,603.08 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt and Trustee Rutkowski**

**NO: 0**

- iii. Approval to pay the invoice from Heveron and Co. for preparation of the 990 for 2021

**MOTION: Trustee Culver motioned to approve payment of \$4,075 to Heveon and Co. for the preparation of the 990 for 2021. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt and Trustee Rutkowski**

**NO: 0**

- iv. Payment of the 1<sup>st</sup> billing from Massa Construction in the amount of \$97,642.00 was approved by the Finance Committee held on March 3, 2022
- v. Payment in the amount of \$266,500.00 was received from the Town of Walworth to fund the Walworth Library for 2022
- vi. 2021 AUD 60-day extension was granted. The AUD is now due May 1, 2022
- vii. The April 2022 Finance Meeting will be held on Thursday, April 7, 2022 at 11:00 am at the library's temporary location. We will be completing the bi-annual audit and need at least 1 additional board member to be present.
  - 1. Trustee Britt said he would attend
  - 2. Trustee Rutkowski will also attend if her schedule permits

b. Policy Committee (Trustee Teesel)

- i. Circulation Policy (tabled from last meeting)

**MOTION: Trustee Culver motioned to amend the Circulation Policy to reflect that all items at Walworth Library are Fine-Free, however fees for de-activation and re-**

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**activation of overdue Hot Spots will be charged in the amount of \$5.00 per incident. Seconded by Trustee Britt. Motion carried.**

**YES: 4/5: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**

**NO: 1/5: Trustee Teetsel**

- c. Personnel Committee (Trustee Rutkowski) –
  - i. PLS has a HR consultant to work with libraries in the system on an Employee Handbook with annual updates. This handbook will be reviewed by the Policy and Personnel committees with the potential to replace the Personnel Policy. The consultant will provide annual legal updates to ensure we are in compliance with any laws/regulations we must follow.
  
- d. Nominating Committee (Trustee Britt) - NA
  
- e. Library Improvement Committee (Trustee Vance)
  - i. Updates
    - 1. The site supervisor from Massa has offered some plywood for the construction of the trees for the new literacy wall mural. It was decided to accept this donation.
    - 2. At the next construction meeting on Monday, March 14, 2022, clarification will be requested regarding the work room and code requirements regarding egress.
  
  - ii. Temporary Location Considerations (hours, staffing, internet services offered)
    - 1. Three employees will be furloughed as of March 21, 2022. Director Brown and six remaining staff will move into the temporary library location.
    - 2. The Temporary location will be open 24 hours a week for some limited services.

XI. Old Business

- i. NY Paid Sick Time and Paid Family Leave Discussion

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**MOTION: Trustee Culver motioned to recognize Walworth-Seely Public Library as a public employer and, as a public employer, will opt into Paid Family Leave for eligible employees. Trustee Rutkowski and Trustee Teetsel will meet with Director Brown to review information the library's current Personal Policy regarding PTO and will recommend some guidelines regarding paid sick leave for employees for the Library Board to consider. Seconded by Trustee Rutkowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski NO: 0**

XII. New Business

i. Status of the NYS Annual Report

1. Kelly from PLS is looking over the information and the report will be wrapped up as soon as possible.

XIII. Adjournment

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:17 pm. Seconded by Trustee Rutkowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski NO: 0**

IMPORTANT DATES:

- 2021 Annual Report to NYS is due to PLS by *Monday, February 28, 2022*
- The library will be closed from Monday March 14 through Saturday March 19, 2022 to pack the collections and shelving. Volunteers are needed Saturday March 19<sup>th</sup> to help move furniture and items to the temporary space and storage.
- 2021 AUD Report to NYS Comptroller is due *May 1, 2022*
- March Finance Committee meeting will be held *Thursday, April 7* at 11 am
- Anne will be out of the office from Monday, April 11 through Saturday April 16<sup>th</sup>

**The next regular Board Meeting has been changed to the third Thursday of the month.  
It will be held on Thursday, April 21, 2022 at 6:30 pm**